

TITLE 391 CHILDREN'S SERVICES LICENSING

CHAPTER 8 CHILD-PLACING AGENCIES

TABLE OF CONTENTS

	<u>Page</u>
8-001 SCOPE AND AUTHORITY	1
8-001.01 Who is Covered	1
8-001.02 Who is Not Covered	1
8-002 DEFINITIONS	1
8-003 LICENSING REQUIREMENTS AND PROCEDURES	4
8-003.01 Initial License	4
8-003.01A Applicant Responsibilities	4
8-003.01A1 Citizenship/Qualified Alien Status	5
8-003.01A1a Verification	5
8-003.01A2 Planned Service Provision Date	5
8-003.01A3 References	5
8-003.01A4 Policies and Procedures	5
8-003.01A5 Consent and Release of Information Form	5
8-003.01A6 Criminal History	5
8-003.01A7 Report of Law Enforcement Contact	5
8-003.01A8 Liability Insurance or Self Insurance	5
8-003.01A9 Additional Information	6
8-003.01A10 Fees	6
8-003.01B Denial of License	6
8-003.02 Renewal License	6
8-003.02A Licensee Responsibilities	6
8-003.02A1 Application	6
8-003.02A2 Liability Insurance	6
8-003.02A3 Fees	6
8-003.03 Reinstatement from Lapsed Status	6
8-003.03A Review of Application	6
8-003.04 Change of Ownership	6
8-003.04A Sale or Transfer	6
8-003.04B Requirements of New Owner	7
8-003.04C Mergers	7
8-003.05 Provisional License	7
8-004 GENERAL REQUIREMENTS	7
8-004.01 Effective Date and Term of License	7
8-004.02 License Not Transferable	7
8-004.02A Termination of License	7
8-004.02B New License Required	7

8-004.04C New Policies and Procedures Required	7
8-004.03 Alternative Compliance	7
8-004.03A Terms of Alternative Compliance	7
8-004.03B Written Request	8
8-004.03C Notification of Department Decision	8
8-004.03D Requirements Not Qualifying for Alternative Compliance	8
8-004.04 Notification of Changes	8
8-005 INSPECTIONS AND COMPLAINT INVESTIGATIONS	8
8-005.01 Initial Inspection	8
8-005.02 Results of Initial Inspection	8
8-005.02A Operating License Issued	8
8-005.02B Provisional License Issued	8
8-005.03 Inspections	9
8-005.04 Complaint Investigations	9
8-006 STANDARDS OF OPERATION AND CARE	9
8-006.01 Responsibilities of Governing Body or Licensee	9
8-006.02 Administrator	10
8-006.03 Employee Requirements	10
8-006.03A Criminal History Record Checks	10
8-006.03A1 Permanent Disqualification	10
8-006.03A2 Twenty-Year Disqualification	11
8-006.03A2a Disqualification Timeframe	11
8-006.03A3 Five-year Disqualification	11
8-006.03A3a Disqualification Timeframe	12
8-006.03A4 Other Complaints, Indictments and Convictions	12
8-006.03A5 Parental Rights Terminated	12
8-006.03B Registry Checks	12
8-006.03C Reports of Law Enforcement Contact	13
8-006.03D Notification of Law Enforcement Contact	13
8-006.03E Individual Under Investigation for Abuse or Neglect of a Child or Vulnerable Adult	13
8-006.04 Employee Qualifications	13
8-006.04A Executive Director and/or Administrator	13
8-006.04A1 Program Director Required	14
8-006.04B Placement Supervisor	14
8-006.04B1 Placement Supervisor Maximum Number of Subordinates	14
8-006.04C Placement Worker	14
8-006.04D Volunteer	15
8-006.05 Employee Record	15
8-006.05A Volunteer Record	15
8-006.05B Employee Record Retention	16
8-006.06 Employee Training	16
8-006.06A Pre-Service Training	16
8-006.06B On-Going Training	16

8-006.06B1 Topics for Training	16
8-006.06C Activities Counted as Training	16
8-006.07 The Child's Rights	17
8-006.08 Complaint Process	17
8-006.09 Program Description	18
8-006.10 Quality Assurance and Improvement	18
8-006.11 Foster Care Services	18
8-006.11A Conflict of Interest	18
8-006.11B Licensed Foster Care	18
8-006.11C Non-Licensed Foster Care	19
8-006.11D Placement of a Child	19
8-006.11E Supervision of a Child	19
8-006.11F Discharge of a Child from Placement	19
8-006.11F1 Release of a Child	20
8-006.11F2 Provision of Information	20
8-006.11G Closure of a Foster Care Home	20
8-006.11H Child Record	20
8-006.11I Foster Parent(s) Record	21
8-006.12 Independent/Transitional Living Services	21
8-006.12A Assessment of a Youth	21
8-006.12B Case Plan	22
8-006.12C Housing	22
8-006.12D Emergency Procedure	23
8-006.12E Supervision	23
8-006.13 Adoption Services	23
8-006.13A Services Not Provided	24
8-006.13B Conflict of Interest	24
8-006.14 Services to Birth Parent(s)	24
8-006.15 Acceptance of Relinquishment	24
8-006.15A Child Available for Adoption	25
8-006.15B Child's Record	25
8-006.16 Recruitment, Training, and Screening of Applicant(s)	26
8-006.16A Information Provided to Applicant(s)	26
8-006.16A1 Disclosure of Fee Information	27
8-006.16A2 Application	27
8-006.16A3 Fee Collection	27
8-006.16A4 Return of Funds	27
8-006.16B Concurrent Adoption	27
8-006.16C Discontinuation of Services	28
8-006.16D Applicant(s) Record	28
8-006.16E Training	28
8-006.16E1 Core Training Requirements	29
8-006.16E2 Core Training Not Required	29
8-006.16E3 Additional Training Required for Medically Fragile or Over Age 12 Months	29
8-006.16F Background Checks	29
8-006.16G Health Information Report	29

8-006.16H References	30
8-006.16I Health Insurance Coverage	30
8-006.17 Home Study	30
8-006.17A Written Home Study Requirements	30
8-006.17B Applicant(s) Review	31
8-006.17C Release	31
8-006.17D Annual Update	32
8-006.17E Addendum	32
8-006.18 Placement of a Child	32
8-006.18A Written Agreement	32
8-006.18B Waiver of Liability	32
8-006.18C Information Disclosed	33
8-006.18D Discontinuation of the Adoption Plan	33
8-006.18E Sibling Placement	33
8-006.18F Termination of a Placement	33
8-006.19 Supervision of a Placement	33
8-006.20 Finalization of an Adoption	33
8-006.20A Verification	33
8-006.21 Post Adoption Services	33
8-006.21A Services Not Provided	33
8-006.21B Adoption Dissolution	33
8-006.22 Confidentiality and Disposition of Adoption Records	34
8-006.23 Specific Additional Requirement for Foreign Adoptions	34
8-006.23A Fees	34
8-006.23B Additional Expenses	34
8-007 PHYSICAL PLANT STANDARDS	34
8-008 DENIAL, REFUSAL TO RENEW, OR DISCIPLINARY ACTION	35
8-008.01 Grounds for Denial or Disciplinary Action	35
8-008.02 Types of Disciplinary Action	35
8-008.02A Considerations	36
8-008.02B Additional Action	36
8-008.03 Unpaid Fines	36
8-008.04 Department's Emergency Power	36
8-008.05 Voluntary Closure	36
8-008.05A Exception to Voluntary Closure	37
8-008.06 Re-Application After Revocation	37